

TCAS Program and Activity Code - Questions and Answers

Can someone charge most of their time to various programs and then use "benefits all programs" for a part of their time or is "benefits all programs" reserved for only those who use it full time?

The Benefits All Program code is intended for use by State office & above general managers and administrative employees that cannot be accounted for specifically by fund. If an individual is not a general manager or administrative employee, he or she should charge time to the benefiting program. If the individual is engaged in an activity that benefits all or multiple programs, such as developing a conservation planning training course, then it is acceptable to charge "benefits all programs." However, this needs to be limited to the extent possible due to the fact that it will be very difficult to manage and should be budgeted for prior to the charge.

What do you charge your time to when you are being an SEPM and attending your state civil rights committee meeting or other related activity? SEPMs are supposed to spend up to 20% of their time in that role.

If a person is acting in a capacity associated with a collateral duty Civil Rights position, he/she should charge the Administrative Support Infrastructure activity

A flooding event occurred recently in my state and the County has requested assistance under the Emergency Watershed Protection Program to remove sudden impairments in the watershed. We were advised by NHQ that no TA funding is currently available. Do we investigate the damaged areas in the watershed and if so, how much assistance can be provided, and under what cost code?

After a natural disaster, State Conservationists may conduct damage assessments to determine whether an emergency declaration should be made and to estimate the extent of damage. If EWP funds are not available prior to the damage assessment, Conservation Technical Assistance (CTA) funds are used to undertake the damage assessments. In this sense, EWP is similar to other conservation programs where information collection and assessment is undertaken with CTA funds before program funding decisions are made. The initial EWP damage assessment should be charged to CTA-GENRL with an activity code of Resource Surveys, Studies, and Analyses. The information gathered using CTA funding should be the minimum necessary to advise the sponsor whether or not the site meets the basic EWP eligibility requirements. The information gathered with CTA funds will serve as the basis for the state conservationist's EWP funding request. The DSR will be completed and finalized, when sufficient EWP funding is made available. If additional information is needed regarding EWP direct charge, please refer to the recent memo signed by the Deputy Chief for Programs.

Should Area Clerks (300 series) charge their time to the activity code of Administrative Support Infrastructure Activities?

The only time that Area Clerks would use the Administrative Support Infrastructure activity code is if they have been assigned a collateral duty within the human resources, financial management, management services, information technology, or civil rights area. If they have not been assigned a collateral duty within these areas they would charge their time to the appropriate activity code such as program management,

management and supervision, training, etc. This is consistent with the guidance that was provided last year.

A producer comes in the office to find out specific information about the Wetlands Reserve Program. The District Conservationist discusses WRP objectives and the process used to apply for the program with the producer. How should the time be charged?

This time should be charged to CTA-General with an activity code of Communication and Relations. This activity code includes outreach to potential customers to inform them of program availability.

Area and Field staff working on revising the EQIP ranking criteria that will be used during FY04. How should the time be charged?

This time should be charged to EQIP with an activity code of Eligibility and Ranking.

Farmer Jones recently applied for EQIP. Local field staff assisted him during the application process; however since Farmer Jones does not have a current conservation plan, field staff will have to complete a resource inventory before the application can be ranked.

The time associated with assisting Farmer Jones in applying for EQIP and actually completing the ranking criteria or worksheet should be charged to EQIP with an activity code of Eligibility and Ranking. However, the time spent in completing a resource inventory and identifying problems so a ranking could be completed should be charged to CTA-General and an activity of Planning Assistance.

A decision was made by the STC to fund Farmer Jones EQIP application. Since many of the practices included in the application were estimates, field staff will have to spend time to finalize the cost of the needed practices, discuss the landowner's objective, and finalize the conservation plan.

The time should be charged to EQIP with an activity code of Contract Planning and a modifier of Current Year.

Farmer Jones utilized a TSP to design and checkout an engineering practice that was included in his FY 02 EQIP contract. The contract included TA dollars that were provided to Farmer Jones to pay for the TSP work. Field staff and area staff certified the practice and payment documents were developed to pay Farmer Jones for both his portion of the cost share dollars and technical assistance dollars for the practice.

This time should be charged to EQIP and an activity code of Contract Development and Project Support with a Prior Year Modifier. The TSP modifier was not used because no direct assistance was provided to the TSP.

Field staff completed a quality review of a practice that was planned and implemented through a TSP. The practice was included in an existing WHIP contract that was funded in FY2002. The quality review was part of a random spot check of TSP activity completed in the county.

This time should be charged to WHIP and an activity code of Quality Assurance with a Prior Year Contract TSP Assistance Modifier selected.